BALTIMORE CITY HERITAGE AREA
SMALL CAP GRANT FUND

INTRODUCTION

The Baltimore City Heritage Area (BCHA) Small Cap Grant Program is a source of funding designed to provide small but strategic investments in cultural heritage tourism capital projects within the BCHA. Grant awards are made from the BCHA Project Fund, an item within Baltimore City's Capital Improvement Program. The following is general information about the BCHA Small Cap Grant Program and instructions for completing the application.

ELIGIBLE ACTIVITIES

Eligible activities must address or complete a priority activity identified in and consistent with the goals, objectives, strategies and actions outlined in the BCHA Management Action Plan, which can be downloaded from the BCHA website, at www.baltimorecity.gov/government/heritage. Generally, grants will be made as one time awards, not for ongoing projects or activities which require a multi-year grant commitment.

The following capital projects or activities within the BCHA may be assisted. All capital project activity must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties.* Copies of the *Standards* may be viewed on the National Park Service website http://www2.cr.nps.gov/tps/secstan5.htm.
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Acquisition	The acquisition of fee title or interest other than fee title of real property. Note: For acquisition projects, BCHA will fund up to 50% of the average of two appraisals of the subject property.
Development	New construction, or repair or alteration of an existing building, structure, or site which makes possible a contemporary use while preserving those features of the property which are significant to its historical, architectural, and cultural values.
Preservation	Activities directed to sustain the existing form, integrity, and material of a building, structure, or site.
Restoration	Activities directed to accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

ELIGIBLE APPLICANTS

Eligible applicants include non-profit organizations. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

PROJECT SELECTION CRITERIA

MHAA grant proposals will be reviewed using the criteria outlined below.

1. **Clarity:** Are the project objectives clearly described?
2. **Consistency:** Is the project specifically identified in the BCHA Management Plan? If not, how is the project consistent with the goals and objectives of the Plan and why should the project receive priority for funding at this time?
3. **Urgency:** What are the down sides to delaying this project?
4. **Project Design**: Are the project budget, design, and personnel reasonable to accomplish project objectives?
5. **Leverage:** Does the project or its products significantly leverage private investment?
6. **Readiness:** Is the project ready to proceed and can project objectives be accomplished in a realistic and timely manner?
7. **Demonstration Value:** Does the project have value as a new model whose methods and techniques are transferable citywide to other heritage areas?

GRANT AMOUNTS AND MATCHING REQUIREMENTS

Grants may not exceed $25,000. All grants must be matched in cash in an amount at least equal to the grant. State grant funds from the Maryland Heritage Area Authority Financing Fund (MHAAFF) and any match required for a MHAAFF grant may not be used as match.

GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a grant agreement with the BCHA, which generally contains the following standard terms and conditions:

- Grant Term- All grant funds must be expended within 12 months of the date of the award, unless the BCHA agrees in writing to an extension of the grant period. Written progress reports must be submitted at least quarterly through the grant term.
- Grant Disbursements- Disbursement will be made as the project progresses, pro-rated with matching funds. Advance disbursements of grant funds may be made on a case by case basis. Disbursements will be made upon request for payment submitted by the grantee in a form satisfactory to BCHA and fulfillment of the other requirements of the grant agreement.
- Insurance Requirement- Capital grant recipients will be required to insure the assisted property against loss or damage by fire or other hazards, casualties, and contingencies as may be required by BCHA, in amounts satisfactory to BCHA. Similarly, General Liability Insurance will be required for all construction efforts as well.
- Nondiscrimination- Each applicant shall comply with all applicable federal, state and City laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- Project Sign or Acknowledgment - Grant recipients are required to erect and maintain a project sign at a prominent location on project sites to provide appropriate acknowledgment of BCHA assistance.

GRANT SCHEDULE

Applications must be submitted by January 31, 2003. Applications are first reviewed by BCHA staff for completeness. Complete applications are forwarded to the BCHA Association for review and action. Funding decisions will be made by March 1.

APPLICATION FORMAT

BCHA Small Cap Grant applications must consist of the following items which are to be submitted as a single package on standard 8 ½" x 11" bond paper. The grant application package must be stapled in the left-hand corner and include the Application Cover Sheet as the first page. **Do not submit applications in binders or as spiral bound books**. Applicants must submit one (1) original and nine (9) copies of the application package.

1. **Cover Sheet**. The form and instructions for completing the cover sheet are attached as Appendix I. This form must be attached as the first page of the application package.
2. **Narrative Project Description**. At minimum, the narrative project description must completely and concisely address: objectives of the project as related to the heritage area management plan, project methodology, project timetable, project personnel, budgetary needs, and sources of matching funds provided. Please refer to the outline shown in Appendix II for further clarification.
3. **Project Budget**. The budget form and instructions for completing it are attached as Appendix III.

Applicants must submit one copy only of the following supporting documentation:

4. **Resumes of key project personnel**. Include only the resumes of those people who will perform key project tasks such as consultants and project monitors.
5. **Proof of matching funds**. This may consist of a financial statement, commitment letter, or other proof that the applicant has matching funds dedicated for the project.
6. **Proof of nonprofit status**. This must be in the form of articles of incorporation, by-laws, and a certificate of good standing from the State Department of Assessments and Taxation.

Certificates of good standing may be obtained from the Maryland Department of Assessments and Taxation's website at www.dat.state.md.us.

7. **Color Slides**. All applicants seeking funds for capital projects MUST submit at least ten (10) clear, labeled, color slides which depict overall views of the property, important interior elements, and areas of deterioration which are to be addressed as part of this project.

8. **Appraisals**. For acquisition projects only, submit two appraisals that are less than one year old.

APPLICATION ASSISTANCE

A BCHA Application Cover Sheet (Appendix I), Narrative Project Description Outline (Appendix II) and Sample Budget (Appendix III) are attached. For your convenience, this application is also available on the Internet at www.baltimorecity.gov/government/heritage under "What are the benefits of inclusion in the Baltimore City Heritage Area?" For assistance in the preparation of your application, please contact Bill Pencek at 410 396-1954 or at bill.pencek@baltimorecity.gov.

APPLICATION SUBMITTAL

Applicants should submit the completed application package and supporting materials to the BCHA at:

Bill Pencek, Director
Baltimore City Heritage Area
Office of Mayor Martin O'Malley
Room 346, City Hall
100 N. Holliday Street
Baltimore MD 21202
410 396-1954
bill.pencek@baltimorecity.gov
www.baltimorecity.gov/government/heritage

APPENDIX I: BCHA SMALL CAP GRANT APPLICATION COVER SHEET

I. APPLICANT INFORMATION
1. Full Legal Name of Applicant Organization:

2. Mailing Address:

   City, State, Zip Code:

   Street Address (if different from above):

3. Project Contact Person: Title:

4. Telephone: (Office)   (Home)

5. Email Address: 6. Fax Number:

7. Applicant's Federal Employer Identification Number:

8. City Council district of
project
9. State legislative district of project

II. PROJECT INFORMATION
1. Project title or property name:

2. Brief project narrative describing the purpose of the project (use this space only):

III. PROJECT BUDGET
1. Amount requested from BCHA $

2. Applicant's cash match $

3. TOTAL PROJECT COST $

I have read and understand the terms and conditions of the BCHA Small Cap Grant Fund as outlined in the application instructions.

   Applicant's Signature   **Date**

I. APPLICANT INFORMATION
1. Indicate the name of the applicant non-profit organization. This should be the organization which would receive the grant funds if awarded.
2. Indicate the mailing address of the applicant identified above. Indicate the street address of the applicant if different from the mailing address.
3. Indicate the name and title of the individual who will serve as the contact person for the grant. The contact person should be someone very familiar with the application
4. Indicate the phone number(s) of the contact person.
5. Indicate the email address of the contact person.
6. Indicate the fax number of the contact person
7. Include the applicant's EIN number (federal employer identification number). This nine-digit number is assigned by the Internal Revenue Service and usually begins with 52-_____.
8. Include the City Council district of the project.
9. Include the state legislative district of the project. If you are unsure of the district, please visit the Maryland General Assembly Website at http://mlis.state.md.us.

II. PROJECT INFORMATION
1. Enter either the title of the project or the name of the property under consideration.
2. Briefly summarize your project on the space provided, clearly stating the goals of the project and how the goals will be attained. **PLEASE DO NOT ADD PAGES TO THE BRIEF SUMMARY.**

III. PROJECT BUDGET
1. Indicate the amount of grant funds requested from BCHA. Keep in mind that up to $25,000 per project is available.
2. Indicate the amount of cash match the applicant will provide for the project. State grant funds   from the Maryland Heritage Areas Authority Financing Fund (MHAAFF) and any match   required for a MHAAFF grant may not be used as match.
3. The total project cost should equal the sum of money requested from BCHA plus the total of dedicated matching moneys.

APPENDIX II: CAPITAL PROJECT NARRATIVE

Please address all items listed in the following project narrative outline completely and concisely on 8 ½" x 11" bond paper.

PROJECT PLAN
I. Project Overview
Describe the project, providing background information on its history. Is the project specifically identified in the heritage area management plan? Where specifically? If not, how is the project consistent with the goals and objectives of the heritage area management plan and why should the project receive priority for funding at this time? What previous research has been conducted to show that this project is desirable? Why is this project important? How will it enhance the heritage area? Will it foster linkages with other heritage area attractions?

II. Property Information
Describe the history or architectural significance of the property that is the focus of the project, if applicable. What are the dates of original construction for buildings on the property? What are the dates of significant alterations/additions to these buildings? Is the property individually listed in the National Register of Historic Places or located within a National Register or local historic district? Is the property currently endangered? If so, describe the threats to the property. How is the property currently used and how will it be used in the future?

III. Project Methodology
Provide an overall description of the proposed work to be performed. Have architectural plans and specifications or bid documents been prepared for the proposed work? If the project is phased, identify the specific phase of the project for which funding is being requested. Please discuss how that phase fits

into the larger project including past as well as future work/phases. All work must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

IV. Project Timetable
List specific deadlines for each step in your project plan.

V. Special Considerations
If applicable, describe the number of hours per day, days per week, and months per year the project site is open to the general public. Does the site provide public access to restrooms, water, telephones, or parking? Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation? Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the project will provide to underserved or minority individuals or groups.

PROJECT PERSONNEL
VI. Project Coordination
Who will direct the project and who will be responsible for the various components of the project? Describe the qualifications of the project staff and attach resumes of potential staff members.

VII. Grants Management
Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email address, and fax number of the individual(s) who would manage this grant.

PROJECT SUPPORT
VIII. Sources of Funds

A. Identify and describe the source, type, and amount of funds your organization currently has in hand for this project. Documentation that these funds are in hand must be submitted as part of this application.
B. Identify and describe the source, type, and amount of funds for which your organization has commitments for this project prior to the start of the project. Provide the names, addresses, and daytime phone numbers of these sources.
C. Identify and describe the organization's efforts to fund this project from sources other than BCHA.
D. Describe the City of Baltimore's past and present financial commitment to the project as applicable.

IX. Letters of Support
Please submit at least two letters of support from elected officials, State or City government, non-profit preservation organizations, or other project partners

APPENDIX III: PROJECT BUDGET
Use the attached budget sheet to prepare a realistic project budget. The budget should specify expense categories. Once a workable budget structure has been prepared, enter the line items in the budget format provided. Items should be organized by cost category so that similar costs are grouped together. Attach any estimates you have obtained to support your budget.

PROJECT BUDGET

LINE ITEMS	BCHA SMALL CAP GRANT FUND	CASH MATCH	TOTAL
TOTALS			

Identify source(s) of matching funds. If more than one organization is providing support, identify each organization and the kind and amount of support.

Donor: Donor:
Source: Source:
Kind: Kind:
Amount: Amount:
Date Available: Date Available:

Donor: Donor:
Source: Source:
Kind: Kind:
Amount: Amount:
Date Available: Date Available: